SYLLABUS

General Biology

2016-2017

**Course Number** BI100

**Instructor Information**

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 Faculty will respond to email or phone messages within 48 hours Monday-Friday if classes are in session and the instructor is on campus. All email correspondence is through NCMC student email.

**Course Description:** This course focuses on the general principles of biology, including ecology, cell biology, biochemistry, genetics, microbiology, botany, and zoology. Structure, function and life application are stressed as components of each unit of study. Satisfies the Life Science General Education requirement; consult transfer catalog for specific program biology requirements.

**Prerequisites:** Chemistry 1, or Proficient on the Biology I EOC test

**Credit Hours:** 5 (College), 1 science credit (High School)

**Textbook and Supplementary Materials:**

 OpenStax College, *Concepts of Biology*. OpenStax College. 25 April 2013

 ISBN-10 1938168119 ISBN-13 978-1-938168-11-6

 Biology Laboratory Manual

 College Website http://www.ncmissouri.edu Blackboard Website (http://learn.ncmissouri.edu)

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| **Student Learning Objective**: Upon successful completion of this course the student will be able to: | **Assessment Method**: Describe the assessment tool used to demonstrate each student learning outcome |
| 1. Biology is a scientific discipline based on observations and experiments | Selected laboratory exercises or reports |
| 2. At the molecular level, biology is based on interactions of three-dimensional molecules and life processes are the result of regulated chemical reactions | Exam |
| 3. The cell is the basic unit of life | Exam |
| 4. The structure of DNA guides its own replication, the production of proteins, and the transmission of information to future generations | Exam |
| 5. The physiology of multicellular organisms involves interactions among different levels of organization | Assignment on how levels of organization are impacted in human diseases such as sickle cell anemia |
| 6. Organisms interact with each other and the environment | Exam |
| 7. The Theory of Evolution is the central unifying theme of biology | Exam |
| 8. Biology and society impact each other | Selected current topic reports |

**Course Outline/Major Topics Studied:**

 Nature, Science, and Chemistry of Life

 Cellular Foundation of Life

 How Cells Obtain and Use Energy

 Cell Division and Genetics

 Molecular Biology and Biotechnology

 Evolution and the Diversity of Life

 Ecology

**Instructional Methods and Techniques:**

 Lecture Class discussion On-line assignments

 Laboratory practices Individual and group work

**Course Requirements:** This course requires a minimum of two hours of out-of-class work for every one hour of faculty instruction.

Points will be derived from each of the following three categories:

1. Each unit will culminate with a 100 point exam.

2. For each unit there will be a variable combination of laboratory exercises, laboratory reports, worksheets, and other assignments. Each assignment will be given an appropriate number of points. To receive the maximum score the assignments must satisfy the stated requirements and be turned in on or before the due date. The total number of points earned per unit will be at least 10 and not more than 40.

 General point distribution:

 Laboratory exercises 0-5 participation points

 Laboratory reports 0-20 points

 Worksheets 0-20 points

 Current Topic assignments 0-10 points

 End of Chapter assignments 0-10 points

3. On-line weekly homework assignments will be totaled to equal one test grade of 100 points. Information to access these assignments will be given at the beginning of the course. Based on the discretion of the instructor an approved and equivalent alternate project may be used.

In general no late work will be accepted. If accepted, based on the criteria of the instructor, any work turned in after the due date will receive at least a 50% reduction.

**Grading Scale:** 90-100% = A 80-89% = B 70-79% = C 60-69% = D 59% and below = F

**Attendance and Class Participation:**

North Central Missouri College

Absences reduce the value of the learning experience and reduce the probability of passing the course as research indicates successful college students attend class regularly. *NCMC strongly encourages students to attend classes on a regular basis as registration for any NCMC course presupposes that the student will attend all scheduled classes, laboratories, and clinicals.* **Failure to attend class does not constitute an official standard withdrawal.**  Students are responsible for withdrawing from classes. If a student knows they are going to be absent for a college-sponsored event, they must inform the instructor prior to that absence so that arrangements can be made for classwork, assignments, and/or tests.

After the published Add/Drop date, students are financially responsible for costs associated with classes from which they have withdrawn. Students are also financially responsible for the course under the Administrative Drop Policy.

Administrative Drop Policy:

* In an 8-week or full semester on-ground class, if a student fails to attend during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week class, if a student fails to attend during the **first six calendar days** of the semester, an administrative drop will occur.
* In an 8-week or full-semester online class, if a student does not complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week online class, if a student fails to complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first six calendar days** of the semester, an administrative drop will occur.
* Under these circumstances, students are financially responsible for 50% of tuition and course fees associated with classes from which they have been administratively dropped.

General Biology

In case of an absence **it is the student’s responsibility to cover missed information**. Any laboratories or other in-class activities missed for any reason are not available for students to make up and no points will be given.

Attendance is expected every day for all students and will be taken five (5) minutes after the class start time. If you arrive after that time or leave early, you will be counted as absent for the day. If you have **five (5) or more unexcused absences** from class during the course of the semester, your grade will **automatically be lowered by one (1) letter grade** (regardless of your starting percentage in the class). Excused absences may include, but are not limited to, NCMC sanctioned events, documented illnesses, documented death in the family, etc. No more than 2 consecutive excused absences will be accepted.

**Academic Dishonesty Policy:**

**Academic Misconduct**

Academic integrity is expected and required of all NCMC students. Students and faculty are responsible and accountable for personally upholding that integrity. Each instructor is assigned jurisdiction for class conduct and grades. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

**Cheating Offenses**

Cheating offenses include, but are not limited to, the following:

* Copying from another student in an examination situation.
* Using unauthorized material or aids in the preparation of an assignment, paper or project.
* Possessing unauthorized material or aids in an examination situation.
* Allowing another person to take an examination in one’s place.
* Altering or falsifying academic records in any way.
* Submitting false medical, academic or other documentation required by the college.
* Improperly obtaining an examination prior to the examination.
* Aiding or abetting anyone in a cheating offense.
* Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
* Copying and submitting, in whole or in part, the work of another in an assignment, report, paper, project, etc. as one’s own.
* Claiming to have completed assigned tasks that were, in fact, completed by another person.
* Failing to accurately document information, wording, or visual images obtained on the World Wide Web.
* Violating federal copyright laws including unauthorized duplication of copyrighted materials.

**Procedure**

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student’s innocence.

2. In the event a decision is made that the student is responsible of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Dean of Instruction whether the student has been found responsible of any previous cheating offense while enrolled at North Central Missouri College.

3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student’s education. The penalty should also be consistent with the range of penalties outlined in this policy.

4. The instructor will inform the Dean of Instruction of the cheating offense and the penalty applied.

5. In the case of a second offense by the student, the Dean of Instruction will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The student will be advised that if found responsible of a third offense of academic dishonesty at North Central Missouri College, the penalty of expulsion from the College could result.

**Penalties**

A student responsible of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense.

A record of all such cases will be kept in the office of the Dean of Instruction. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

* Reprimand.
* Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
* A mark of “0” will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
* A failing (F) grade will be awarded in the course.
* Automatic failing (F) grades in all courses in which the student is registered, and no tuition or fees will be refunded for that semester. This penalty will only be imposed by the Dean of Instruction.
* Expulsion from North Central Missouri College, permanently recorded on the student’s record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

**Special Accommodations:**

North Central Missouri College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.  Students with documented disabilities who need special classroom accommodations must make their requests in writing to: Disability Support Services, Alexander Student Center, 1301 Main Street, Trenton, MO 64683 or call 660-359-3948, ext. 1405 for an appointment.  Services provided can be found at: <http://www.ncmissouri.edu/services/disability_services/default.aspx>

If you have been approved for an accommodation, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately.

**Title IX:**

In accordance with Title IX of the Education Amendments of 1972, NCMC prohibits sex discrimination and is committed to fostering a learning environment that is safe, inclusive, and fosters academic success. Sex discrimination involves differential treatment or adverse action based on a person’s real or perceived sex, gender identity and/or gender expression. Sex discrimination includes discrimination on the basis of pregnancy, sexual orientation, gender identity, and failure to conform to stereotypical notions of femininity and masculinity, as well as same gender harassment. Sexual harassment is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment.

If you or someone you know experience gender-based discrimination, harassment, or violence, please contact Tyson Otto, Title IX Coordinator, Frey Administrative Building, 1301 Main Street, 660-359-3948, ext 1500, totto@mail.ncmissouri.edu. More information can be found at: <http://www.ncmissouri.edu/current_student/titleix/default.aspx>

**Early Alert:**

Success in this course is important. When the instructor believes that a referral to the Early Alert Program will help a student academically, information will be sent to appropriate college personnel. As a result, the student may be contacted by other faculty/staff in order to develop an intervention that will help in achieving educational goals. Please take advantage of these and other resources while at NCMC.

**Communications:**

Students are required to use their NCMC student email account for any correspondence within the college. Students are also highly advised to check their email and SAIL accounts on a regular basis.

**Finals:**

If an emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.